


Maintenance

Ribbon Cassette and Correcting Cassette

 **WARNING:** Use Smith Corona brand “H” Series supplies. Use of non-Smith Corona (brand or manufactured) supplies or accessories will not (except as noted below) void this warranty.

THE WARRANTY WILL BE VOID if the typewriter is damaged or rendered wholly or partially inoperable as a result of using a non-Smith Corona supply or accessory item(s).

Right Ribbon System® Feature

Your Smith Corona typewriter uses ribbon and correcting cassettes with the Right Ribbon System feature. Smith Corona’s patented Right Ribbon System feature assures that the right combination of ribbon and correcting cassette is inserted in the typewriter.

- Assures use of Correctable film with Lift-Off correction.
- Assures use of Multi-Strike film with Cover-Up correction.

For example: Correctable film ribbon with Cover-Up correcting cassette. If a mismatched set is inserted, the ribbon cassette cannot be fully or properly inserted into your typewriter.

The exclusive Right Ribbon System feature using the patented Smith Corona Ribbon and Correcting Cassettes is designed to make changing ribbons and correcting tapes quick, easy, and error-free.

Because of Smith Corona’s patented correcting tape feed mechanism, the lift-off correcting cassette has approximately two times the yield of spooled tapes found in other machines.

Replace the ribbon cassette when a different colored portion begins to unwind from the Cassette. Be sure to use the Right Ribbon System combination.

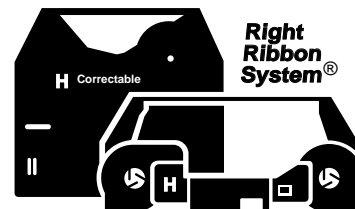
Correctable Film with Lift-Off Correction

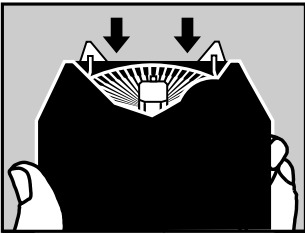
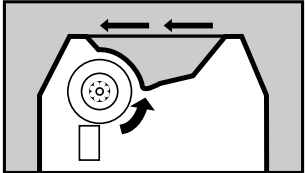
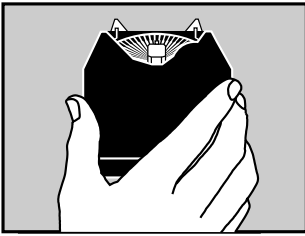
When using Correctable Film ribbon cassettes, use Smith Corona Lift-Off correcting cassettes. Lift-Off tape *removes* your errors quickly and cleanly. It will not remove the print of a Multi-Strike ribbon. Lift-Off correcting cassettes have a *yellow* cut-out on the lower right. See “Supplies and Accessories.”

Multi-Strike Film with Cover-Up Correction

When using Multi-Strike Film ribbon cassettes, use Smith Corona Cover-Up correcting cassettes. Cover-Up tape *covers* your errors neatly and quickly. Cover-Up correcting cassettes have a *pink* cut-out on the lower right. See “Supplies and Accessories.”

H SERIES





Removing the Ribbon Cassette

Replace the ribbon cassette when a different colored portion begins to unwind from it.

1. Tilt the sound shield toward you.
2. Grasp cassette on both sides.
3. Lift cassette STRAIGHT up and out.

Inserting the Ribbon Cassette

1. Turn the gear wheel on the bottom of the cassette in the direction indicated to tightly wind the cassette.
2. Turn the cassette over with the name face up and the ribbon toward the print hammer.
3. Set the cassette in the carrier while guiding the ribbon between the printwheel and the typing guide. Press down. The ribbon snaps into place.
4. Return the sound shield to its original position. Be sure it snaps into place.



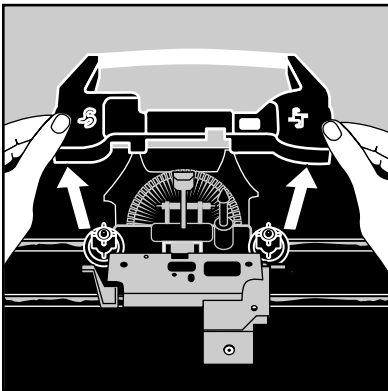
NOTE: *Stencils designed specifically for daisywheel typewriters perform best when the print ribbon is inserted. To determine which brand best fits your individual requirements, check with your office supplies retailer.*

Correcting Cassette

Replace the correcting cassette when a different colored portion unwinds from the right spool. Be sure to use the Right Ribbon System combination.

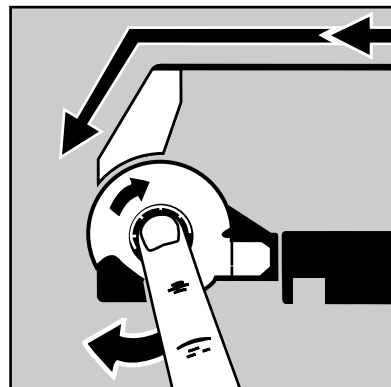
Removing the Correcting Cassette

1. Tilt the sound shield toward you, and remove the print ribbon cassette.
2. Grasp the correcting cassette on both sides as shown. Lift it up and out.

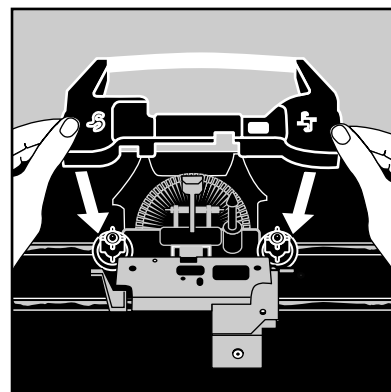


Inserting a New Correcting Cassette

1. Turn the gear wheel on the bottom of the correcting cassette in the direction indicated by arrows to wind tightly.



2. Hold the correcting cassette (using both hands as shown) with the Smith Corona name facing up.
3. Guide the correcting tape between the printwheel and the typing guide and position the left gear wheel on the left mount and the right gear wheel on the right mount.
4. Snap the correcting cassette securely in place.



☑ IMPORTANT: *After the cassette is mounted, tighten the slack in the tape by moving the red plastic lever toward the platen. The lever is located under the left side of the cassette towards the platen. Repeat two to three times.*

5. Replace the ribbon cassette. Be sure the printwheel and the print hammer are secure.
6. Return the sound shield to its original position. Be sure it is closed securely.





Printwheels

Removing the Printwheel

1. Tilt the sound shield toward you.
2. Remove the ribbon and correcting cassettes.
3. Locate the print hammer release lever (left of the print hammer). Pull the lever forward until the print hammer mechanism springs away from the printwheel.
4. Lift the printwheel out.




Inserting a Printwheel

1. Drop the printwheel between the print hammer and the typing guide with the type style name facing you.
2. Push the print hammer release lever back until the print hammer mechanism snaps into place.
3. Replace the ribbon and correcting cassettes.
4. Return the sound shield to its original position. The unit should automatically reinitialize. If this does not occur, check to make sure the sound shield is closed securely and, if necessary, turn your machine off, and then on again.



Cleaning

Do not attempt to disassemble the typewriter to clean it.

 **IMPORTANT:** *Always unplug the machine before using cleaning solutions on its surfaces.*

Printwheel


To remove residue, dip the characters into a small container of ethyl or isopropyl alcohol (rubbing alcohol) and wipe with a clean dry cloth. Do not soak the printwheel.

Platen

Wipe the surface with a clean cloth dampened with ethyl or isopropyl alcohol (rubbing alcohol).

Cover/Keyboard/Sound Shield

To clean the cover, keyboard, or sound shield, sponge with a mild ammonia or soap solution. DO NOT use household cleaners containing chlorinated compounds. DO NOT spray anything directly on the product.

 **WARNING:** *Keep all solvents and petroleum distillates (gasoline, kerosene, lighter fluids, etc.) away from plastic parts. Keep all cleaning solutions away from electrical components and moving parts.*

Check Points

If your typewriter does not function properly, check the following:

- ✓ Is the typewriter plugged into a live socket?
- ✓ Is the typewriter switched on?
- ✓ Is the sound shield completely closed?
- ✓ Are the printwheel, ribbon cassette, and the correcting cassette properly installed?
- ✓ Have the ribbon or correcting cassette been used up?
- ✓ Is the carrier completely disengaged?
- ✓ Are compatible ribbon and correcting cassettes installed?
- ✓ Is the print hammer in a locked position?
- ✓ Has a foreign object fallen into the typewriter?

If the typewriter still does not work properly after checking the above, contact your nearest Smith Corona Service Center.

Obtaining Service

If you are experiencing difficulty, before returning the unit for service, call Consumer Affairs, toll-free at **1-800-448-1018**, for assistance.

Customer Service Representatives are available to assist you Monday through Friday, from 8:00 AM to 6:00 PM.

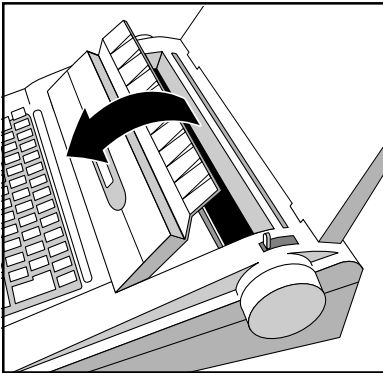


NOTE: *If you need to send your unit for service, to qualify for Warranty, proof of purchase must accompany the unit. Your sales receipt is your proof of purchase.*

Shipping Instructions

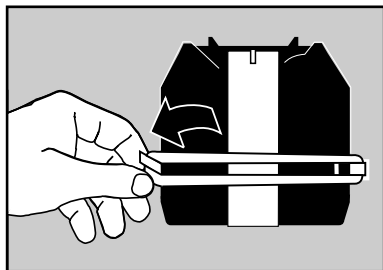


IMPORTANT: *When the machine is to be shipped for any reason, the carrier mechanism inside the typewriter must be stabilized to prevent movement. The typewriter as a whole must be properly protected from shipping and handling hazards. Use original packing material to pack the unit.*

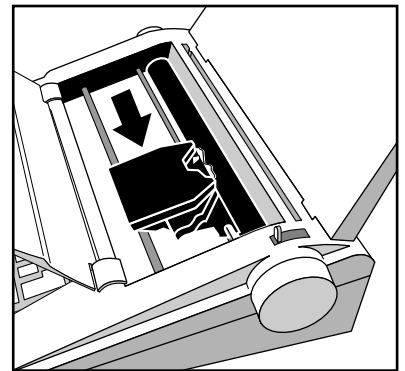


Stabilizing the Carrier Mechanism

1. Unplug the unit.
2. Tilt the sound shield toward you.
3. Select a rubber band to secure the carrier mechanism.
4. Place the rubber band around the tab on the right side of the carrier.
5. Stretch the rubber band over the top of the mechanism and around the tab on the left side.



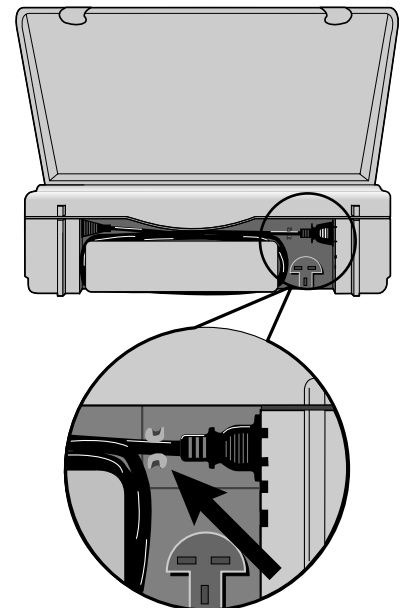
6. Move the carrier to the right end of the machine until it locks into place. You will hear it click into place.



7. Wrap the cord around the cord wrap panel approximately three (3) times. Some excess cord will remain loose.

8. Secure the plug in the protection slot, and snap the cord into the cord restraint.

9. Tuck the excess cord up under the lip.

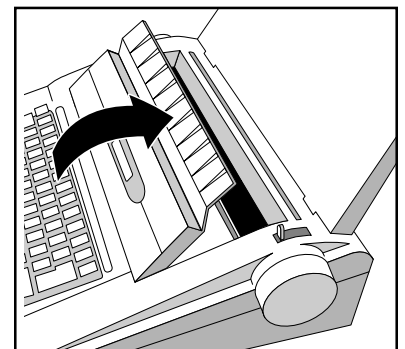


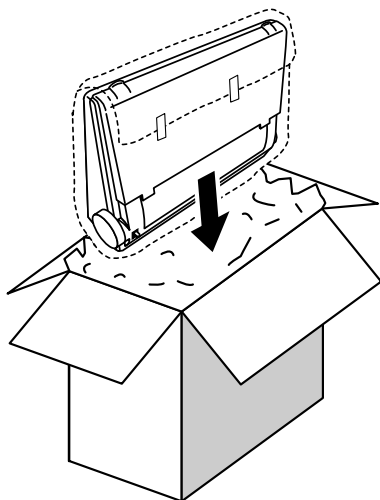
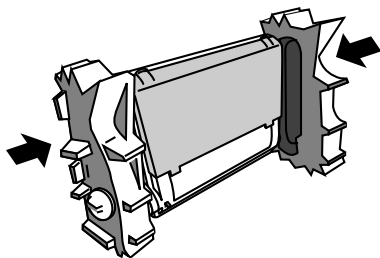
10. Return the sound shield to its original position and tape shut.

11. Place the keyboard cover on the typewriter. Your typewriter is ready for packing.



NOTE: *If the carrier cannot be put into the correct position, ball up single sheets of newspaper and insert them on each side of the carrier until all open spaces are filled to capacity.*





Packing the Typewriter

Pack the typewriter in the original materials, if possible:

1. Place both foam end-caps on the unit.
2. Insert the unit into the box, and tape it shut.
3. In large letters, address the package for shipment to the nearest service location. Remember to include your return address and retain your shipping receipt.

If you do not have the original packing materials:

1. Use box slightly larger than the typewriter.
2. Place the typewriter in a large plastic bag.
3. Place at least 2" of packing material in the bottom of the box for cushioning.
4. Place the typewriter inside the box and fill the sides and top with more packing material (2" of material on all sides).
5. Seal carton using either filament tape or wide plastic tape.
6. Address the package for shipment to the nearest service location. Remember to include your return address and retain your shipping receipt.